

TITLE: Procedures for License Renewal Audit

The Hawaii Teacher Standards Board approves the following procedure for the license renewal audit:

- Teachers selected for audit will be notified by restricted certified and regular mail letter requesting submission of requested renewal documentation within thirty days of receipt of letter.
- If documentation is not received by day fifteen calendar (15) after receipt of the restricted certified letter, HTSB staff will send a reminder to the teacher via email.
- If documentation is not received by day thirty calendar (30) after receipt of the restricted certified letter and regular mail, the teacher will be sent a notice by restricted certified mail that the HTSB will take action on their license at the next regularly scheduled meeting.
- If the individual does not accept and sign for the second restricted certified letter HTSB will have the letter delivered by a process server.
- If the teacher is facing extenuating circumstances preventing the teacher from submitting materials, (s)he must submit a letter within thirty calendar days of receipt of the original notification explaining the extenuating circumstances. The audit specialist may allow another thirty calendar days for submission of documents.

Submitted by: Terry Lynn Holck

Referred to: Teacher Education and Teacher Standards Committees